



# Adding an RTS Security Admin

You must be an RTS Security Admin to run Cognos Reports and perform certain POS tasks. Only current members of the RTS Security Admin group can add new members. To locate the members of this group for your county, contact the service/help desk.

1. Log into the RTS workstation and, from the top of the main POS page, click **Local Options > Security > Employee Security**.
2. On the **Employee Access Rights SEC005** page:
  - a. Type in the **Employee Id** number and click the **Tab** key.  
**Tip:** To locate the ID of an employee, run an Employee Security Report (**Local Options > Security Reports > Employee Security Report**).

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REGISTRATION & TITLE SYSTEM

Customer Miscellaneous Reports Local Options Accounting Inventory Funds Exit Help

Employee Access Rights SEC005

User Name: [ ] Employee Id: [ ] ☐ Enable User Name for Search

Last Name: [ ] First Name: [ ] Middle Init: [ ]

- b. Verify the employee information is correct and then click **Local Options**.

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REGISTRATION & TITLE SYSTEM

Customer Miscellaneous Reports Local Options Accounting Inventory Funds Exit Help

Employee Access Rights SEC005

User Name: 229-PSMITH Employee Id: 12345 ☐ Enable User Name for Search

Last Name: SMITH First Name: PAT Middle Init: M

☒ =Checked during session

Select if needed:

- Registration Only
- Title/Registration
- Status Change
- Inquiry
- Miscellaneous Registration
- Special Plates
- Miscellaneous
- Reports
- Local Options**
- Accounting
- Inventory
- Funds

☐ Reset Password

Add Revise Delete Cancel Help

(Continued on next page)



# Adding an RTS Security Admin (continued)

3. On the **Security Access Rights Local Options SEC013** page:
  - a. Click the **Security** checkbox.
  - b. Click the **Enter** button.
4. Back on the **Employee Access Rights SEC005** page, verify that a red checkmark is displayed to the left of the **Local Options** and then click the **Revise** button.

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Customer Miscellaneous Reports Local Options

Employee Access Rights SEC005

User Name: 229- PSMITH  
Last Name: SMITH

✓ =Checked during session

Select if needed:

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REGISTRATION & TITLE SYSTEM

Customer Miscellaneous Reports Local Options Accounting Inventory Funds Exit Help

Security Access Rights Local Options SEC013

Employee Id: 12345  
Employee Name: SMITH PAT M

Local Options

☐ Local Options  
☐ Dealer Updates  
☐ Subcontractor Updates  
☐ Lienholder Updates  
☐ Credit Card Fee Update  
☐ BSPS Status Updates  
☐ Batch Report Management

☐ Dealer Report  
☐ Subcontractor Report  
☐ Lienholder Reports  
☒ Security  
☐ Administration

If 'Security' is checked, access will also be allowed for Employee Security & Employee Security Reports.

Enter Cancel Help

**Note:** If you are adding this user as well making the user an RTS Security Admin, click the **Add** button if it becomes available.

5. On the **Confirmation** popup, click the **Yes** button.

CONFIRM ACTION CTL001

Access rights will be updated. Do you want to continue?

Yes No

6. Back on the **Employee Access Rights SEC005** page, repeat the steps above to add another RTS Admin or click the **Cancel** button to display the main RTS POS page.